

**PROVINCIAL CAPITAL COMMISSION
BOARD OF DIRECTORS MEETING
MINUTES
TUESDAY, 20th APRIL 2004**

There being due notice given and a quorum present, the April 2004 monthly meeting of the Provincial Capital Commission Board of Directors was called to order at 9:00 a.m. on Tuesday, the 20th April 2004 at 613 Pandora Avenue, Victoria, British Columbia

DIRECTORS PRESENT

*Bill Wellburn, Chair
Barbara Brink
Beth Campbell
Jane Durante
Chris Fairbank
Rob Fleming
Rob Hunter
Russell Irvine
Pamela Madoff
Bill Oppen
Darwin Robinson
Leif Wergeland*

RESOURCES

*Ray Parks, CEO
Brian Rowbottom, Director, Programs and
Projects;
Deborah Eddy, Director, Financial
Services, Property and Planning;
PCC Secretary*

REGRETS

Jackie Ngai

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by the Chair, Bill Wellburn.

The Chair welcomed Bill Oppen the newest OIC appointment to the Provincial Capital Commission.

APPROVAL OF AGENDA

The Agenda was approved without change or additions.

VERIFICATION OF MINUTES OF PREVIOUS MEETING

It was moved and seconded that the Minutes of the PCC regular meetings held 16th March, 2004 be adopted.

CARRIED

PUBLIC INPUT

The Chair reviewed PCC's Procedural Bylaw No. 6 with respect to delegations. The bylaw requires delegations to submit written requests to address the Board to the CEO with written briefs outlining their intended presentation and that delegation may be afforded a maximum of five minutes to make their presentation. The Chair indicated that verbal presentations from the public will be permitted for the meeting but the procedural bylaw relating to delegations will be followed for subsequent Board meetings. If available for this meeting, presenters were requested to provide their remarks in written format in order to allow the PCC to provide a written response as required.

The following members of the public spoke to the Board of Directors regarding the closure of the Crystal Garden attraction:

- Lori Waters (representing The Friends of the Crystal Gardens Conservation Centre), 1179 Mt. View Cross Road, Victoria. Ms. Waters submitted her written remarks to PCC's Secretary, Deborah Eddy.
- Mrs. Graham
- Rachel McDonald
- Richard Mills, 1838 Fairburn Drive, Victoria
- Dustin Creviston
- Camilla Baghetto, 733 Bexhill Road, Colwood
- Meghan Harrison

CHIEF EXECUTIVE OFFICER REPORTING

Ray Parks introduced Kathryn MacLean, recently appointed as PCC's Program and Policy Analyst.

INNER HARBOUR COMMITTEE REPORT

The CEO reported on the April 13, 2004 meeting of the Steering Committee and said that a comprehensive plan for the Inner Harbour is expected to be completed by the fall of 2004. Following discussion of PCC's lead role in the planning process, it was indicated that Terms of Reference were being developed to reflect the interest of the PCC, City of Victoria, Greater Victoria Harbour Authority and the Esquimalt and Songhees First Nations.. The draft Terms of Reference will be forwarded to all partners for consideration and approval.

CRYSTAL GARDEN RFP

It was reported that the RFP closes June 1, 2004. With regards to the Crystal Garden RFP Review Committee, it was requested that the names of the individuals appointed to the committee be circulated to Directors. It was remarked that the membership of the committee may change due to perceived conflicts of interest. Commitments from committee members will be confirmed immediately following the close of the RFP.

In answer to a Director's question relating to the release of RFP proponent information following the close of the RFP, it was stated that government policy will be used to determine the timing and content of the release of information.

FINANCIAL REPORT

The CEO reported on March's operating results and said there were no unusual expenditures to note.

COMMITTEE REPORTING

EXECUTIVE COMMITTEE

Bill Wellburn reported on the meeting held April 13th, 2004. Staff has been requested to provide a monthly status report to the Executive Committee on Freedom of Information requests.

A discussion ensued regarding the FOI Act and requirements for release of information. It was reported that all FOI requests for information have been dealt with within the statutory time limit with the exception of some requests for general information that requires research and falls outside of the FOI Act.

The CEO reported that considerable staff time has been spent processing FOI requests and that consideration may have to be given to instituting payment fees as set out in the FOI Act.

It was requested that a presentation be made by a representative of the Information and Privacy Commissioner's Office at the May Board meeting.

FINANCE & AUDIT COMMITTEE

Rob Hunter reported on the meeting held April 13th, 2004. The Committee Chair said there were no budget discrepancies for March other than what was reported at previous board meetings.

Deborah Eddy indicated that there may be some changes to the financial position as a result of the year end audit.

Following discussion of internally restricted funds for Greenways and Beautification and policy development with respect to remediation of PCC's heritage buildings,

It was moved and seconded that funds that have been internally restricted for Greenways and Beautification projects be transferred to a building remediation fund as at March 31, 2004 and further that an OIC be prepared to rescind Greenways and Beautification appropriations for amounts that have been left over from completed projects or projects that will not be completed.

CARRIED unanimously

It was requested that the current state analysis of St. Ann's Academy be made available to Directors. It was indicated that a staff report was referred back to staff by the Finance and Audit Committee and that it will be coming back to the Committee with a recommendation concerning future operations at St Ann's.. The Committee will present the current state analysis and a recommendation to the Board once its work is completed.

With no further business, the meeting was declared concluded at 10:10 a.m.

Board Chair

Secretary